

Safeguarding

SUMMARY GUIDE FOR ONLINE TEACHING



WHAT IS SAFEGUARDING

Safeguarding is concerned with protecting children from abuse and neglect. Children are defined as anyone under the age of 18.

RESPONSIBILITIES

RNCM

It is the College's responsibility to ensure that safe and secure working environments are provided in which to study for those children and vulnerable adults for whom it has a duty of care, which includes ensuring that the Safeguarding/Child Protection policies and procedures are in place and meet statutory requirements.

ALL STAFF

All basic child protection training should be part of the initial induction session. Staff must complete all training provided by the College and/or read safeguarding guidelines and policies, provided by the College, and understand the standards expected of them and their responsibilities under the policy.

All staff have a responsibility to ensure the safety and welfare of children and to take appropriate steps (including those set out in the policy) to ensure that suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.

MOVING FROM FACE-TO-FACE TEACHING TO REMOTE ONLINE TEACHING

Many music teachers have successfully used Zoom and other audio-visual software to give music lessons for several years.

However, the coronavirus outbreak has led to a significant shift from delivering face to face music lessons to more online remote teaching. Safeguarding remains as important in this environment as to any other physical environment, and giving lesson remotely online does raise some additional safeguarding issues tutors need to consider. Here are some best practice principles.

IN ADVANCE OF LESSONS

- **Being mindful of other different online profiles you might have.**
To avoid any accidental inappropriate contact with students, always use your Zoom account and profile.
- **Set a separate account for Zoom using your College email address.**
Keep it separate from your personal online profiles. Make sure an appropriate profile picture is used, and any personal information e.g. personal telephone number, email accounts, Facebook and other social media links is not shared.
- **Clearly outline in advance what the offer to teach online will be with the parents or guardians of students. This will manage expectations of what can and cannot be delivered online.**
- **Use the parents' or guardians' email address for setting up and delivering lessons. Never the student's.**
- **Tutors should ensure (in writing) what is expected of the student and parent/guardian with regards to preparation for the lesson and during the lesson.**
Tell the student and parent/guardian that the Zoom account will be used exclusively for the purpose of lessons and only during music lessons.

Outline the arrangements for the lesson such as where the lesson takes place, students/tutors must be appropriately dressed for the lesson and that a parent/guardian must be present or in the same vicinity (within hearing distance) as to where the lesson takes place.

You should also state that students should not send any material to you by whatever platform. Only parents of the children you teach are permitted to send anything to you, and it must strictly related or connected to the provision of music lessons.

- **The RNCM will secure agreement from the parents or guardians to the guidelines for online teaching and for the child to receive online teaching in writing.**
- **Test your set-up before going live: are the camera and microphone working properly? Is the camera in the correct position for optimum teaching? Make sure you are working against a neutral background. You may wish to use Zoom's blurred background setting.**

DURING THE LESSONS

- Establish a supportive and professional manner when teaching online. Emphasise to students and parents/guardians that the online teaching platform is for lessons only and not for other contact, e.g. sharing photos or general messaging.
- Dress the same as when teaching face to face. Consider the background that your students will see, and carry out a video check from your camera to see what is visible. A neutral background is best – minimise mess and don't put anything too personal on display.
- It may be necessary to widen the frame for some instrumental teaching, so take care that the frame is well chosen and appropriate.

RECORDING LESSONS

Many online teaching platforms allow calls/meetings to be recorded.

You must never record a lesson without the knowledge and written consent of your student, or the student's parents/guardians.

Due to the risk of personal data being held indefinitely, it is strongly advised that lessons are **not** recorded.

USEFUL CONTACTS ABOUT TEACHING MUSIC ONLINE AND SAFEGUARDING

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